



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Assistant
Posting Number	PN# 111103
Department	Library Department
Division	Administration
Section	Human Resources – Training & Development*
Reporting Location	500 McKinney*
Workdays & Hours	8:00 a.m. - 5:00 p.m., Mon - Fri*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs administrative functions in support of employee training initiatives for the Houston Public Library system. Models excellent customer service skills at all times and with all contacts. Coordinates and supports training events. Processes training registration requests and confirmations. Posts training database with registration status and prepare reports for use in managing employee training. Tracks and reports monthly training statistics. Assists in course development through research and preparation of course materials and teaching aides. Drafts and prepares correspondence and other documents; proofs and edits for accuracy, content and format. Interfaces with library staff, other city departments and internal/external training providers on the telephone, electronically, in person and in writing. Maintains confidentiality of employee information. Works with high volumes of information in short timelines. Performs other duties as requested.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit to file/retrieve materials. Position requires stooping, bending, and light lifting.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Education, Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One year of professional administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Excellent written and oral communication skills. Current, strong computer skills including excellent knowledge of Word, Excel, Access, PowerPoint and Outlook needed. Must be able to work independently on a wide variety of projects.

SELECTION/SKILLS TESTS REQUIRED

The department may administer a skills assessment.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17
\$992 - \$1,404 Biweekly \$25,792 - \$36,504 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9471. For application status inquiries, please contact (832) 393-1667. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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